

STATE OF ALABAMA

Information Technology Policy

Policy 670-07: Backup and Recovery

OBJECTIVE:

Establish responsibilities for backup and recovery of State of Alabama computing resources.

SCOPE:

This policy applies to all users (State employees, contractors, vendors, and business partners) of any State of Alabama information system resources.

RESPONSIBILITIES:

Network Operations shall provide the tools, methodology, and schedules required to backup and recover application software, data, and network device configurations on State of Alabama networks, and maintain written procedures and documentation related to the backup and recovery process.

Application, System, and Data Owners shall ensure that their production software and data are appropriately backed up in compliance with State standards. Provide detailed backup and recovery requirements to the respective Network Operations Group, maintain written procedures and documentation on the backup and recovery of software and data, and conduct proper backup and recovery due diligence when contracting with service providers, vendors and other third parties.

Service Providers, Vendors, and other Third Parties who store software or data used in conducting State of Alabama business are responsible for providing evidence of full compliance with applicable State standards upon request by the application, system, or data owner, or Network Operations Group or IT Manager.

Users are responsible for saving data to locations that afford proper back up and recovery.

ENFORCEMENT:

Refer to Information Technology Policy 600-00: Information Security.

Signed by Jim Burns, Chief Information Officer

DOCUMENT HISTORY:

Version	Release Date	Comments
Original	12/12/2006	